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Planning and Codes Department
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◆ Request for Retrieval of Archived Construction / Project Drawings and Documentation ◆

MARCH 1, 2016

- The purpose of this document is to facilitate a process, whereby, interested parties gain access to previously approved residential- or commercial-type construction/project drawings and documentation.
- The requested construction/project drawings are transferred to a CD-ROM/DVD disc.
- There is a \$1.00 fee per CD-ROM/DVD disc created. Other fees apply for printed documentation.

1) GENERAL INFORMATION

Your Name (print clearly): _____

Your Affiliation (homeowner/builder/architect/etc.): _____

Affiliate's Address: _____

Contact Telephone Number: (____) _____

2) REQUESTED INFORMATION

Specific Item(s) Requested: _____

• **RESIDENTIAL**

Subdivision: _____ Lot #: _____

Address: _____

Project Permit Number: _____

• **COMMERCIAL**

Building Name: _____

Address: _____

Project Permit Number: _____

3) ACKNOWLEDGE

I understand that there is a one-dollar (\$1.00 USD) fee per CD-ROM or DVD disc created. Other fees apply for printed documentation.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Payment method: Check No. _____ Cash amount \$ _____ Initial _____